<u>**Connected Communities Implementation Grant Program**</u>

Transformation Plan Documentation Checklist

Please submit all documentation items listed below to your assigned Community Manager **within 90 days of the last signature on the Task Order**.   If you have any questions, please reach out to your Community Manager.

☐   Transformation Plan, including the following sections and attachments:
- o Anticipated Outcomes
- o Current State Analysis
  - ▪ Complete *Current Health IT State* tab on <u>Health IT Spreadsheet</u>
  - ▪ Provide a diagram depicting health information and supporting technologies, and the current state of internal integration of these systems. Include any interfaces to external systems or organizations.
- o Future State Analysis
  - ▪ Complete *Future Health IT State* tab on <u>Health IT Spreadsheet</u>
  - ▪ Provide a diagram of anticipated inter-organizational information pathways (technical connections) to be improved or built.
- o Grant Approach
  - ▪ Complete a project plan including tasks with planned start and completion dates as an attachment to this document (MS Project, Excel or other format).
- o Detailed Cost Budget
  - ▪ The budget included with the Transformation Plan shall supersede the budget submitted with the executed contract, upon MeHI approval. The costs specified in the budget must be deemed allowable costs. The budget must be broken out by cost categories.
- o Use Case Development Form
  - ▪ Complete at least one form for each distinct clinical or business scenario/use case. Examples of use cases may be found in MeHI's <u>Use Case Library.</u>
- o Transaction Volume Targets
  - ▪ Forecast transaction volume targets for each use case and with each trading partner (Table 3). These targets will become the targets to which the Grantee must meet in order to earn their Milestone 4 volume target payment.
- o Sustainability of Project